Project Name:	Department of Energy BMIS Phoenix
Project Number:	BMIS Phoenix, Phase I
DOE Proj Mgr:	Michael Fraser
IBM Proj Mgr:	Don A. Cox, PMP

ENG 363 WORK PRODUCT APPROVAL PROCESS for

Department of Energy BMIS Phoenix Project

Deliverable ID: *ENG 363 Work Product Approval Process*
Version number: *2.0*
Draft/Final as of: 28 Mar 01
Printed on: 3/29/2001 11:16 AM
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Document information

Document source

This document is maintained as an online document. Contact the author for the latest version.

Revision history

Version number	Date	Summary of changes	Revised By
1.00	20 Feb 2001	First version	Tim Henson
1.01	27 Feb 2001	Updates from Design & Configure Leads	Tim Henson
1.02	05 Mar 2001	Minor updates from feedback	Tim Henson
1.03	21 Mar 2001	Ongoing revisions per feedback from project team leads and Team IBM project manager	David Espina
2.0	28 Mar 01	Draft ready for Team IBM project manager final review and delivery.	David Espina

Approvals

The following people have approved this document. (Sign below name)

Name	Function
Michael Fraser	DOE Program Manager
Signature	Date:

Don A. Cox	Team IBM Program Manager
Signature:	Date:

Distribution

This document has been distributed to:

Name	Function
Team Leads	Review and implementation

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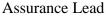# ENG 363 WORK PRODUCT APPROVAL PROCESS

1. Purpose and Objectives

1.1. The purpose of this document is to provide a consistent approval process for review and approval of work products developed during the project life cycle. All BMIS Phoenix project teams and sub-teams shall implement this process.

1.2. Generally, work products are tangible documents that are generated as a result of project activities. They could be key components of project deliverables or stand-alone documents.

1.3. This Plan is part of a set of three documents that addresses the management of project communications and work products.

1.3.1. ENG 503-6 *Project Communications Management Plan* describes the overall strategy for the timely and appropriate generation and management of project information, including communications and work products.

1.3.2. ENG 363 *Work Product Approval Process* outlines the process for delivering and approving work products.

1.3.3. ENG 515 *Web-Based Communication Strategy* presents the structure of the three web sites and the process for placing communications, work products, and other documents on these sites.

2. Roles and Responsibilities

2.1. The Work Product Approval process identifies eight roles to successfully complete all procedures:

- ?? Document Author
- ?? Team Lead
- ?? Team and Sub-Team
- ?? Team IBM Quality Assurance Lead
- ?? Team IBM Project Manager
- ?? DOE Project Manager
- ?? Web Site Manager
- ?? Project Support Coordinator

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2.2. The following diagram describes the specific responsibilities of each role.

Role	Responsibility
Document Author (member of the integrated team)	?? Creates the initial document and begins the work product approval process. ?? Acts as the primary driver of the work product from its inception to delivery preparation.
Team Lead (of the integrated team)	?? Oversees the work product creation and development-level revisions. ?? Conducts final review and prepares the work product for delivery. ?? Ensures appropriate electronic storage of the work product in the project directory.
Integrated Team and Sub-team	?? Provides formal comments on the work product.
Team IBM Quality Assurance Lead	?? Provides a high-level quality assurance review of the work product.
Team IBM Project Manager	?? Conducts pre-delivery review of the work product. ?? Packages the work product for formal delivery.
DOE Project Manager	?? Reviews and approves delivered work products. ?? Considers publication of the delivered or accepted work product on the BMIS Phoenix internal and external web sites.
Web Site Manager	?? Holds overall accountability for the integrity of the web sites. ?? Coordinates placement of project documents on the BMIS Phoenix external and internal web sites. ?? Provides work products to Project Support Coordinator for publishing.
Project Support Coordinator	?? Creates .pdf files for each document to be placed on the web pages (documents can remain in its original format for draft documents). ?? Publishes the documents to the web pages, under the appropriate categories, per the instructions of the Web Site Manager. ?? Prints a hardcopy of the work product and maintains electronic and hardcopy archives.

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3.   Process and Procedures

The work product approval process divides the procedures into two stages. Stage I encompasses pre-delivery and stage II is geared to delivery and acceptance. Attachments A and B map the approval and archiving strategy.

3.1.   The Document Author initially creates the work product. The Document Author may keep the work product in his or her local drive but must also create a back up version in the project directory.

The Document Author's Team Lead will participate in the work product creation and will provide initial comments for the first draft.

3.2.   When the work product is ready for distribution to the Document Author's team or sub-team, the author will place the document, via the Project Support Coordinator, on the Project Team BMIS Phoenix web site, pursuant to the process and procedures outlined in ENG 515 *Web-Based Communication Strategy*.

3.3   The sub-team will retrieve the work product from the Project Team BMIS Phoenix web site and will prepare, channeled through the Document Author's Team Lead, a single set of comments.

The Document Author will make the appropriate changes to the work product and will update the Project Team BMIS Phoenix web site, again via the Project Support Coordinator.

3.4   The Team Lead will update the version to 2.xx, on the Project Team BMIS Phoenix web site and project directory, and package the document for final delivery. Finally, the Team Lead will notify the Team IBM Project Manager that it is ready for project management review.

3.5   The Team IBM Project Manager will review the work product and provide comments to the Team Lead for rework. In addition, The Team IBM Project Manager will provide the document to the Team IBM Quality Assurance Lead.

When the work product is ready for delivery, the Team IBM Project Manager will submit it to the DOE Project Manager.

3.6   The DOE Project Manager will review the work product for acceptance, returning it to the Team IBM Project Manager for any requested revisions. If chosen for BMIS Phoenix web site publication for stakeholder review, the DOE Project Manager will forward the work product to the Web Site Manager, pursuant to the procedures outlined in ENG 515 *Web-Based Communication Strategy*.

3.7   Once accepted, the DOE Project Manager will forward the work product to the Project Support Coordinator, who will create a hardcopy and return it to the Team IBM Project Manager for acceptance signatures. Once obtained, the Project Support Coordinator will archive the hardcopy and Team IBM will archive the

electronic copy, pursuant to the procedures outlined in ENG 503-6 *Communications Management Plan*.

3.8 For both delivered and accepted work products, the Web Site Manager will determine the appropriate location and path for the BMIS Phoenix internal and/or external web sites. The Web Site Manager will coordinate and oversee the BMIS Phoenix web sites, pursuant to the procedures outlined in ENG 515 *Web-Based Communication Strategy*.

The Web Site Manager will forward the publishing request to the Project Support Coordinator, who will create and publish the .pdf version based on the Web Site Manager's directions.

4. Work Product List

4.1 The Work Product List is part of a Quality Assurance process for tracking the status of expected work products and supporting material. As such, it will be used as a project management tool and will not be used to penalize teams on the status of the work products. Team leads should be having ongoing discussions with the DOE and Team IBM project managers regarding any issues that affect document status.

4.2 Maintaining the information on the List will be a shared Team IBM/DOE responsibility.

4.3 The Team Leads will update the tracking sheet in conjunction with the weekly status report submitted to the Team IBM Project Manager. The Team Leads will maintain an electronic copy of the spreadsheet in the project directory where the path is: \Phoenix Project Directory\30 Work Products*Team Name*. The template is included as Exhibit A.

4.4 Instructions for using the Work Product List:

4.4.1 "Project Team" will indicate the name of the team or sub-team under which the work product list falls.

4.4.2 "Project Phase" will show the appropriate project phase in which the work products are created.

4.4.3 Under "ID," the team leader will write the document's WBS identification number found on the Project Plan. For example, this document is titled ENG 363 *Work Product Approval Process*. Under ID, the team lead would write "ENG 363."

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4.4.4 Under "Title," the team leader will report the document's title. Using the example under 4.4.3, the author would write "Work Product Approval Process."

4.4.5 "Primary Author" is the original author's name. This remains constant throughout the life cycle of the work product.

4.4.6 The team leader will indicate the individual(s) who has current ownership of the work product under "Currently Responsible." This name would change throughout the document's formal iterations.

4.4.7 Under "Planned Start," the team leader will indicate the date that the author is planning to start the work product.

4.4.8 For "Actual Start," the team leader will report the date that the author actually starts the document.

4.4.9 "Draft Release" is the date the author formally releases the document for team review. This corresponds to section 3.2. The Currently Responsible column should reflect the name of the individual who is primarily responsible for the document at that time.

4.4.10 The team leader needs to reflect the date when the team review is complete under the "Draft Review" column. Currently Responsible changes again to reflect the document owner.

4.4.11 "Final Draft" will reflect the date which the document author release the work product to Team IBM quality assurance for review. This corresponds to section 3.4.

4.4.12 "Final Review" will indicate the date that the Team IBM quality assurance reviewer has completed its review of the work product.

4.4.13 "Complete" reflects the date that the work product is turned over to project management for acceptance consideration. At this time, the document author relinquishes ownership of the document and the "Currently Responsible" should indicate DOE/Team IBM Project Management.

ENG 363 Work Product Lis

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1. **Project Team:**

2. **Project Phase:**

3. **Work Products**

ID	Title	Primary Author	Currently Responsible	1.1.1 Document Dates						
				Planned Start	Actual Start	Draft Release	Draft Review	Final Draft	Final Review	Complete

Attachment A

Approval and Archiving Strategy Stage I

Document Author

Develops Product

Product resides on the local (LCL)and Shared Drives

Submits Product to Project Support for publishing on Project Team Web Site (PTWS).

Requests formal comments from Team. Product resides on PTWS.

Submits Product to Project Support for publishing on Project Team Web Site (PTWS).

Team Lead

Reviews product. Conducts development level iterations. Product resides on LCL and Shared Drives

Prepares single set of changes and returns comments for incorporation.

Final Review

Prepares for Delivery. Version 2.xx. Product resides on PTWS

Team

Reviews product and submits Team iterations. Product is found on PTWS.

Team IBM Quality Assurance

Team IBM Project Manager

Stage II

DOE Project Manager

Web Site Manager

Project Support

Publishes in original format (.xls, .doc) on PTWS.

Updates document on PTWS.

Document Author

Team Lead

Incorporates comments
and returns to Team IBM
Project Manager

Team

Team IBM
Quality Assurance

QA Review

Stage I

Team IBM Project
Manager

Reviews product and
prepares for formal
delivery. Product resides
on PTWS.

Incorporates comments
and returns to DOE PM.

Obtains signatures and
files.

DOE Project
Manager

Formal Delivery

Reviews for acceptance.
Considers publishing on
Internal and/or External
sites. If so, sends notice
to Web Site Manager

Accepts Document and
sends notice to Project
Support.

Determines if document is
to be published on
Internal/External Site

Signs and returns to Team
IBM Project Manager

Web Site
Manager

Determines path and
ensures quality assurance.
Send notice to Project
Support for Publishing.

Determines path and
ensures quality assurance.
Send notice to Project
Support for Publishing.

Project Support

Creates .pdf and publishes.

Creates hardcopy. Sends to
Team IBM PM for
signatures.

Creates .pdf and
publishes.

Archives electronic and
hardcopy